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Executive Registry

66-3992/5

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22 SEP 1966

MEMORANDUM FOR

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SUBJECT : Policy Guide for Public Appearances and Publication

1. The policy governing public appearances and publication of writings by CIA employees should place more responsibility on the individual and on the line of command for making the determinations regarding preservation of cover, security of content, and public relations impact. This emerges only in the section, "Procedures and Responsibilities."

2. In the section, "The Agency Employee", I believe it was our intention that an employee under non-official cover which might normally envisage speaking or writing on unclassified subjects should be allowed, even encouraged, to do so. Similarly, employees under official cover should not be precluded from writing or speaking about matters which are not related to national security.

3. Attached is a suggested redraft.

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Alan M. Warfield /
Assistant Deputy Director
for Support

Att.

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SUGGESTED REDRAFT

I. GENERAL

This policy guide is intended to assist employees, their supervisors, and concerned staffs in reaching decisions on employee requests to speak publicly or to write for publication. The principles herein are also applicable to requests for CIA speakers or written material and to requests directly to an employee by a private or non-Federal Government organization or activity.

II. POLICY

A. It is the policy of the Agency to prohibit activities by employees such as public speaking and writing for publication if the cover of the individual is likely to be impaired; if there is any chance of classified intelligence information, methods, or sources being disclosed to unauthorized individuals or groups; if there is any likelihood of publicity which would involve the Agency.

B. Conversely, it is the policy of the Agency to allow public speaking and writing by employees when such activity is normal to the individual's status as a citizen and is not in conflict with any of the considerations above.

III. RESPONSIBILITIES

A. The primary responsibility for adhering to the principles herein set forth lies with the employee, who knows his cover status and his material.

B. Following the supervisory chain of command, the Office Head or Operating Official responsible for the employee shall be responsible for approving or disapproving the proposed speaking engagement or publication. In meeting this responsibility, he will assure the concurrence of the Director of Security and the Special Assistant to the Director.

C. In the event there should be a conflict or lack of agreement between the Office Head of the employee, the Office of Security, or the Special Assistant to the Director, the case will be referred to a panel, consisting of a representative from each Directorate and chaired by the Special Assistant to the Director. Those cases which are not resolved by the panel will be referred to the DDCI.

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- 2 -

IV. IDENTIFICATION

A. Employees will identify themselves as Agency employees only when this is normal or required and provided there is no former, present, or future cover reason not to so identify themselves.

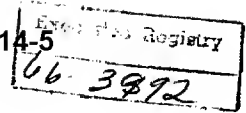
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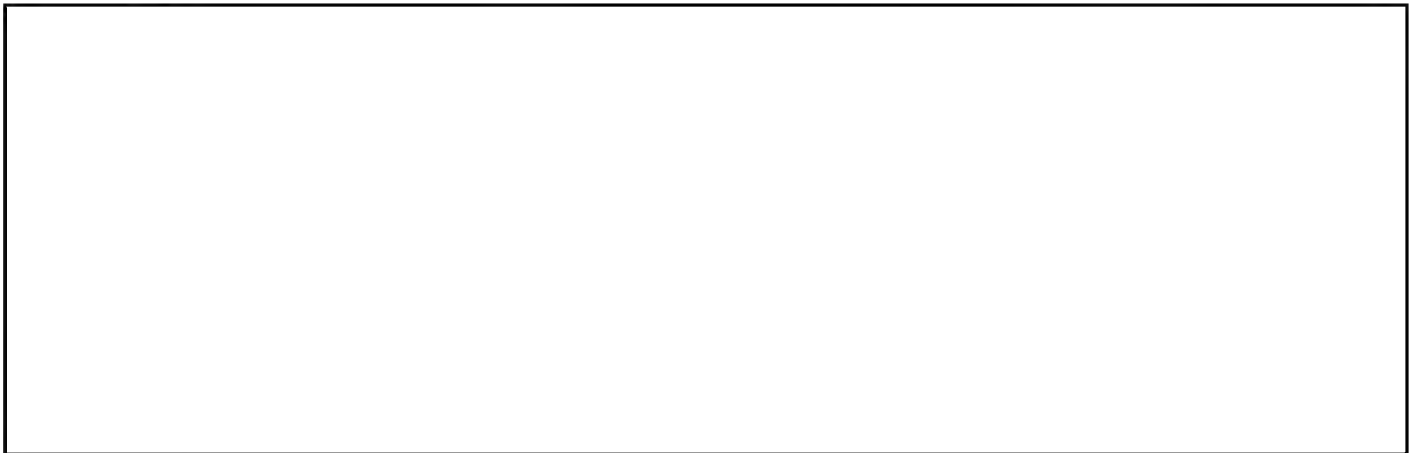
DRAFT

POLICY GUIDE GOVERNING
PUBLIC APPEARANCES AND OPEN
PUBLICATION BY CIA EMPLOYEES

Given the diversity of their cover problems, the many areas of their professional and private interests and the variety of public media in which they might appear, it is virtually impossible to set forth a simple and all-encompassing rule governing the public appearance and open publication of CIA employees. It is possible, however, to set down certain basic principles against which each case may be judged on its own merits. These principles will be considered as they apply to the employee, the subject matter, and the procedural details.

THE AGENCY EMPLOYEE

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(EXECUTIVE REGISTRY FILE P 1.25)

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3. The overt Agency employee, with no history of cover, and no likelihood of cover in the future, is free to speak and write, provided his actions are not likely to reflect adversely on the Agency and provided other provisions of this policy guide are satisfied. Here it should be noted that the employee should be free to identify himself as a CIA employee. If the media in which he appears does not normally require such identification (e. g., a book review, a song), the usual procedure for the media should be followed.

THE SUBJECT MATTER

For those Agency employees whose cover permits them to speak or write for publication, the next considerations apply to the material they will present.

1. Security. The material must be unclassified and drawn from unclassified sources available to other researchers.

2. Policy. Publications or speeches on current intelligence or intelligence operations, current foreign policy issues or other controversial subjects, especially when such presentations could be construed as a CIA opinion rather than the author's, must be avoided.

3. Equity. The preparation of the speech or article must be accomplished on the employee's own time and must not interfere with his normal duties.

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PROCEDURES AND RESPONSIBILITIES

1. The primary responsibility for adhering to the principles herein set forth lies with the employee, who knows his cover status and his material.
2. Following the chain of command, the next authority will be the office head of the employee, who will review the proposed publication for compliance with policy.
3. The Office of Security will then conduct its own review, as currently required by regulations.
4. The Special Assistant to the Director is the final approving authority in routine cases.

In the event there should be a conflict or lack of agreement between the office head of the employee, the Office of Security or the Special Assistant to the Director, the case will be referred to a panel, consisting of a representative from each Directorate and chaired by the Special Assistant to the Director. Those cases which are not resolved by the panel will be referred to the DDCI.

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2	Rm. 7-D-59		
3			
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: Attached is first draft of policy guide plus the documents you furnished yesterday.			
FOLD HERE TO RETURN TO SENDER			
FROM: <div style="border: 1px solid black; width: 100px; height: 30px; margin-top: 5px;"></div>	ADDRESS AND PHONE NO. SA/E&PD	DATE 9/1/66	

FORM NO. 2-61 237 Use previous editions

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CENTRAL INTELLIGENCE AGENCY
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Remarks:

Attached are responses to our request for comments on the draft policy guide governing public appearances and open publications for Agency employees. Please review them, put into a meaningful form for ExDir consideration, and prepare a revised draft policy guide as you believe appropriate.

SUSPENSE: 4 OCT

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

O/Executive Director

26 Sep 66

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Remarks:			
<p>Colonel White has seen your draft policy guide governing public appearances and open publications by CIA employees. The only change made was an addition to the first sentence of paragraph 3. Copies have been sent to all participants at the 4 August meeting, requesting comments by the close of business on 23 Sep.</p> <p>ER SUSPENSE 23 Sep</p>			
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FROM: NAME, ADDRESS AND PHONE NO.			DATE
O/Executive Director			16 Sep 66
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